



2012 Edward Byrne Memorial Justice Assistance Grant (JAG)

Local Program Solicitation

I. INTRODUCTION

The Edward Byrne Memorial Justice Assistance Grant (“JAG”) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

Established to streamline justice funding and grant administration, the JAG Program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (“LLEBG”) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

2012 Edward Byrne Memorial Justice Assistance Grant Program

Proposal Deadline: October 31, 2011

Applications must be postmarked no later than October 31, 2011

Late Applications will not be accepted

Award Period: January 1, 2012 – December 31, 2012

II. PURPOSE OF THE GRANT

The JAG Program is funding to assist state and units of local government in developing and implementing activities and technologies/equipment to prevent and control crime and to improve the criminal justice system in order to have a lasting impact on the state of Indiana.

Purpose Areas

JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, as well as criminal justice-related research and evaluation activities that will improve or enhance:

- A. Law enforcement programs.
- B. Prosecution and court programs.
- C. Prevention and education programs.
- D. Corrections and community corrections programs.
- E. Drug treatment and enforcement programs.
- F. Planning, evaluation, and technology improvement programs.
- G. Crime victim and witness programs (other than compensation).

ICJI LOCAL Priority Funding Areas

1. **Multi-jurisdictional Task Forces and Interdiction Teams** with a collaborative and comprehensive strategy that includes: undercover investigation, direction and control of confidential informants, interdiction efforts, and prosecutorial support.
2. **Re-entry and sentencing policy reform** implementation and initiatives for offenders returning from prison to local communities
3. Program to **reduce DNA forensic casework backlogs** including forensic DNA sample turnaround time and increases in the throughput of public DNA laboratories
4. **Prosecution** of drug and violent offenders
5. **Juvenile detention alternatives to incarceration** (JDAI) program advancement for projects which also support disproportionate minority contact (DMC) initiatives
6. **Problem solving court** programs that provide comprehensive treatment services and monitoring of offenders

*** Additional points will be awarded to proposals that specifically comply with a priority funding area.**

III. ELIGIBILITY REQUIREMENTS

State agencies, units of local government, and units of tribal governments are eligible to apply for JAG program funds. A local unit of government is defined as: a city, county, town, township, or other general purpose political subdivision of a state; any law enforcement district or judicial enforcement district that is established under applicable state law and has authority to, in a manner independent of other state entities, establish a budget and impose taxes; and includes Indian tribes which perform law enforcement functions as determined by the Secretary of the Interior. A city or county jurisdiction must be the legal applicant and recipient on behalf of city and county departments.

Please note that all Applicant Agencies who receive current funding from any Division of the Indiana Criminal Justice Institute **must** be current on all reports related to such funding. Delinquent reports will disqualify an Applicant Agency from consideration for funding through any grant program through the Indiana Criminal Justice.

A DUNS number is required. All applicants under this solicitation must include a Data Universal Numbering System (“DUNS”) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds and to validate address and point of contact information for federal assistance applicants. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://fedgov.dnb.com/webform/displayHomePage.do>.

Central Contractor Registration (“CCR”) is required. In addition to the DUNS number requirement, OJP now requires that all applicants for federal financial assistance maintain current registrations in the CCR database. **This includes all subgrantees of the Indiana Criminal Justice Institute.** The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov. For assistance with CCR, please contact the CCR Help Desk or the Drug & Crime Control Division.

Multi-jurisdictional Task Forces

- A program that integrates **a minimum of 3 agencies in at least two Indiana counties, or the integration of at least two county task forces** and shows collaboration with state and federal law enforcement agencies for the purpose of enhancing interagency coordination and intelligence, and facilitating multi-jurisdictional investigations.
- MJTF’s must show in the proposal a comprehensive strategy that includes: undercover investigation, direction and control of confidential informants, drug interdiction efforts, and prosecutorial support.
- MJTF’s must provide ICJI with policies and procedures concerning task force asset forfeitures and program income.
- MJTF’s must file cases for prosecution in all represented Indiana Judicial Circuits.
- No more than **20%** of JAG funds awarded to an MJTF can be used for prosecutorial-related activities.
- Representatives from **ALL** participating agencies must sign the Signature Page of the application. Failure to include signatures from **ALL** participating agencies will result in the application not being accepted and processed.
- A Memorandum of Understanding between all participating agencies for all new or continuing grants **MUST** be submitted as an attachment with the grant proposal form.

Multi-Jurisdictional Interdiction Teams

- A program that integrates a **minimum of 3 agencies in at least two Indiana counties** and shows collaboration with state and federal law enforcement agencies for the purpose of enhancing criminal interdiction efforts.
- Program must focus efforts along interstates, state highways, and hotel/motels.
- Teams must provide ICJI with policies and procedures concerning the team's asset forfeitures and program income.
- Teams must file cases for prosecution in all represented Indiana Judicial Circuits.
- No more than **20%** of JAG funds awarded to the Team can be used for prosecutorial-related activities.
- Representatives from **ALL** participating agencies must sign the Signature Page of the application. Failure to include signatures from **ALL** participating agencies will result in the application not being accepted and processed.
- A Memorandum of Understanding between all participating agencies for all new or continuing grants **MUST** be submitted as an attachment with the grant proposal form.

Drug Court Programs are required to submit as attachments to their Grant Proposal the following:

- Copy of Certification as an Indiana Drug Court.
- Copy of all policies and procedures related to operation of the drug court program.
- Copy of a schedule for fees charged participants.
- Copy of all agreement with service providers working with the drug court. This is not to be limited to only substance abuse treatment providers, but should include those providing education services, job enhancement skills, individual / family behavioral counseling, etc.

Drug Prosecution Programs are required to submit as an attachment to the Grant Proposal a detailed description on how "vertical prosecution" is used in the proposed program. "Vertical prosecution" refers to the concept of a single prosecutor or deputy prosecutor handling a case from initial filing to final adjudication.

Evidence-based Programs

The Indiana Criminal Justice Institute is committed to the collection and analysis of sound and relevant criminal justice data. State funding priorities must be directed at successful programs and those utilizing evidence-based practices in the criminal justice community. It is important to move toward evidence-based programs within the criminal justice community and focus funding on programs that work and produce results.

Evidence-based programming is the use of research and proactive efforts to implement procedural guidelines across agencies, units, victims, and officers, and to evaluate ongoing policies and operations within law enforcement agencies. When evaluating programs, two types of research are used: information regarding what works best when implemented properly and what was achieved. Agencies

can then use the research to implement policies that are most effective and to evaluate their practices. Examples of evidence-based programs include, but are not limited to the following:

- Courts: Problem-Solving Courts
- Policing: Directed patrols, proactive policing, place-based policing
- Corrections: Assessing offender risk/need levels with actuarial instruments, engaging offenders in pro-social interactions inside the prison and in the community, programs that enhance offenders' skills (i.e., vocational training, education, social skills, thinking errors)

***All programs applying for JAG funds must be evidence-based or modeled from evidence-based programs which have displayed effectiveness. Applications should include a brief description of the evidence-based practices, either through current program activities or research from similar programs, which support the program's activities. This explanation should be included within the "Needs Assessment" portion of the application.**

V. SELECTION PROCESS

In order to receive consideration for the maximum award amount the proposal must score at least a minimum of **70** out of 100 points on the ICJI Drug & Crime Control Division Grant Review and Scoring Matrix.

The staff of the Drug & Crime Control Division of ICJI will conduct an initial screening of the proposal to check for completeness of the application. The staff will then review each proposal and score the proposal using the following scale:

Problem Statement	15 pts
Program Description	15 pts
Goal, Objectives and Indicators	15 pts
Implementation Plan	15 pts
Evaluation and Assessment	15 pts
Proof of Evidence-Based Program	5 pts
Budget Detail Worksheet	5 pts
Budget Narrative	5 pts
<u>Additional Points for Priority Area</u>	<u>10 pts</u>
Total Score	100 pts

VI. AWARD PERIOD

January 1, 2012 – December 31, 2012

Projects **should** begin on January 1, 2012 and **must** be in operation no later than 60 days after January 1, 2012. Failure to have the funded project operational within 90 days from January 1, 2012 will result in the cancellation of the grant and the de-obligation of all awarded funds (OJP Financial Guide). Projects must conclude no later than December 31, 2012. Funding obligations must be made **prior** to December

31, 2012, project income must be spent, all outstanding expenses must be paid and the Final Financial Report filed with ICJI within no more than **45** days from December 31, 2012.

VII. MATCH

The match requirement for 1st year and 2nd year applicants will be waived. All other programs must follow the match schedule listed below not to exceed a 50% match:

3rd year – 40% match
4th year – 50% match

Match Formula: (Federal Total / Federal Percentage) - Federal Total

Example: A subgrantee is awarded \$100,000 in federal funds and is required to match 40%. $(\$100,000 / .60) - \$100,000 = \$66,667.00$

VII. INELIGIBLE ACTIVITIES AND BUDGET ITEMS

Ineligible activities and cost items include, but are not necessarily limited to, the following:

1. Lobbying.
2. Fundraising activities.
3. Weapons and/or accessories.
4. Vehicles.
5. Fuel.
6. Ammunition (lethal or less-lethal).
7. Electronic Immobilization Devices (“EID”).
8. Construction or renovation costs.
9. Acquisition cost of real estate property.
10. Military type equipment.
11. Repair and maintenance for equipment obtained through the DoD program.
12. Canines and related expenses.
13. Restitution payments.
14. Fines and penalties.
15. Entertainment expenses.
16. Bonuses or commissions.
17. Calculating and reimbursement for mileage, per diem, and lodging cannot exceed state rates. Check with the Indiana Department of Administration at <http://www.in.gov/idoa/>
18. Daily subsistence within the targeted service area (daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Indiana Department of Administration.
19. First Class travel.
20. Indirect costs – all costs associated with funding requests shall be clearly identified.
21. Purchase of services (“P/S”) (entertainment, meals, beverages) utilizing confidential funds.
22. Pre-agreement costs.
23. Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.

24. General salaries and personnel costs are allowable; overtime cannot exceed **10 percent** of the personnel budget.
25. Funds may not be expended or obligated prior to January 1, 2011.

If your agency received less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant. (*Note: Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with federal circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.*) All A-133 audits must be submitted to ICJI no later than 9 months after the end of the agency fiscal year.

Supplanting

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose.

VIII. CONTRACT & APPLICATION REQUIREMENTS

When a Sub-grantee contracts for work or services, the following is required:

1. All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation, and length of time over which the services will be provided. This shall not exceed the length of the contract period.
2. A copy of all written contracts for contractual or consultant services shall be forwarded to the Drug & Crime Control Division of the Indiana Criminal Justice Institute upon their ratification.
3. Payments shall be supported by statements outlining the services rendered and supporting the period covered.

All applicants awarded a grant from the Indiana Criminal Justice Institute must agree to the following:

1. Enter into a Grant Agreement between the Indiana Criminal Justice Institute and the applicant agency and agree to abide by all provisions of the MOA.
2. Enter into agreement to abide by all Special Conditions detailed in the Indiana Criminal Justice Institute Certified Assurances and Special Conditions.
3. Submit quarterly narrative, data, and financial reports and semi-annual progress reports in the prescribed format and time frames as determined by the Indiana Criminal Justice Institute.
4. Applicants must submit quarterly reports for performance measures as listed in the Special Conditions provided upon approval of the proposal.
5. Comply with federal guidelines contained in the OMB Circulars found at <http://www.whitehouse.gov/omb/circulars/> and the OJP Financial Guide found at <http://www.ojp.usdoj.gov/financialguide/index.htm>
6. Report on the funding you receive to be in compliance with the Federal Funding Accountability Transparency Act (FFATA). All grantees receiving federal funds must begin reporting on the grant-funded activities if they receive \$25,000 or more in federal funds per grant. You are required to provide your DUNS number, award amount and date, project description and location

of the funded work, on the form provided in your grant award packet from ICJI. This information will be posted to a dedicated web site, USASpending.gov.

IX. AWARD NOTIFICATION

Applicants awarded JAG grants will be notified electronically within three calendar days from the ICJI Board of Trustees meeting. Grant Agreements will be mailed within seven days from the ICJI Board of Trustees meeting. The Grant Agreement, **with original signatures**, must be returned to ICJI as per enclosed instructions. Applicants may be required to submit a revised budget upon request from the Program Manager. Upon the approval of the Grant Agreement, Grant Award Packets will be provided to the applicant agency.

X. MONITORING

All grant awards will be monitored by the Drug & Crime Control Program Manager using a combination of desk reviews and site visits. Additionally, the Program Manager will review all submitted reports for timeliness and accuracy. Delinquencies and report contents will be addressed as needed, which may include change requests.

XI. SUBMISSION OF PROPOSAL

Completed Drug & Crime Control Proposal Forms are to be submitted with original signatures to the Drug & Crime Control Division postmarked no later than **October 31, 2011** to the following address:

Indiana Criminal Justice Institute
Drug & Crime Control Division
101 W. Washington Street, Suite 1170E
Indianapolis, IN 46204

XII. QUARTERLY FINANCIAL AND PROGRAMMATIC REPORTING

JAG subgrantees are now required to submit quarterly programmatic reports via the Bureau of Justice Assistance's Performance Measurement Tool (PMT). The PMT can be accessed at <https://www.bjaperformancetools.org/>. This will also be discussed at the 2012 Drug & Crime Control Grant Trainings. Quarterly narrative reports will be due with financial reports to the program manager.

For assistance with the requirements of this announcement, contact one of the following:

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